

PART 2024 - PROPERTY AND SPACE

Subpart H - Custody, Control, Utilization, and Disposal of Accountable
Personal Property

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PART 2024 - PROPERTY AND SPACE

Subpart H - Custody, Control, Utilization, and Disposal of Accountable
Personal Property.

§ 2024.351 Scope.

This subpart provides policies, routines, and responsibilities for the custody, control, utilization, and disposal of accountable personal property.

§ 2024.352 Definitions.

Accountable inventoried personal property. Includes all furniture and equipment with an acquisition cost of \$5,000 or more, including Information Technology (IT) equipment as well as sensitive and leased property, regardless of acquisition cost. (see sensitive property under definitions in this section.)

Accountable non-inventoried personal property. Includes all furniture and equipment not described as accountable inventoried personal property. These items will not be reflected on the Property Management Information System/Personal Property System (PMIS/PROP). Records relative to this property shall be kept to the minimum required to provide essential management information.

Accountable Property Officer (APO). The APO is the official responsible for Rural Development personal property within their jurisdiction.

Agency Property Management Officer (APMO). The APMO is the official responsible for The Rural Development personal property management program policy, direction and oversight.

Departmental Excess Personal Property Coordinator (DEPPC). The DEPPC is the United States Department of Agriculture (USDA) point of contact for field offices obtaining or disposing excess personal property.

Excess personal property. Any personal property in the custody of Rural Development which is no longer needed to enable Rural Development to accomplish its mission.

Gross negligence. The intended, willful, or wanton failure to exercise a reasonable degree of care to protect property in one's custody.

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Administrative Services
Property and Supply

Property Custodian (PC). The PC is the designated individual responsible for Rural Development personal property within the location where the property is utilized.

Property Management Information System/Personal Property System (PMIS/PROP). The PMIS is one of the management reporting systems located at the National Finance Center (NFC). PROP is a subsystem of PMIS which integrates fiscal accounting with property accountability; provides uniform data for management and control of accountable, leased, loaned, and excess personal property; and maintains inventory information. Detailed instructions regarding the operating procedures for PMIS/PROP are provided in the Personal Property Inventory Manual prepared and revised by the APMO and in the NFC Procedures Manual.

Property Management Officer (PMO). The PMO is the official responsible for Rural Development personal property management in respective State, St. Louis, and National Offices.

Sensitive personal property. Personal property with an acquisition cost of less than \$5,000 which is highly susceptible to loss or theft. This must be included as accountable inventoried personal property. This includes (regardless of cost), camcorders, cameras, laptop computers, cell phones and may include other items as individual PMOs deem appropriate based on local circumstances.

Serviceable personal property. Those items useable "as is" or repairable under Exhibit A of this Instruction (condition codes 1 through 7).

Surplus personal property. Any excess personal property not required for the needs of all Federal agencies, as determined by the Administrator of General Services Federal Management Regulations (FMR) 102-36.40.

Unserviceable personal property. Those items not economically repairable under Exhibit A of this Instruction (condition codes "X" and "S").

§ 2024.353 Designations.

(a) Agency Property Management Officer (APMO). The Director, Property and Supply Management Division, (PSMD), St. Louis, Missouri, is designated as APMO for Rural Development.

(b) Departmental Excess Personal Property Coordinator (DEPPC). DEPPC is located in the Property and Supply Management Division (PSMD), Rural Development, St. Louis, Missouri.

§ 2024.353 (Con.)

(c) Property Management Officer (PMO). The Chief, Administrative Programs (CAP), Administrative Officer (AO) or equivalent position, is the PMO for personal property in the Rural Development State Offices which would include jurisdiction over the area and local Offices within the State. Division Directors, Staff Heads or equivalent are designated PMOs for St. Louis and National Office locations.

(d) Accountable Property Officer.(APO) The APO is the official responsible for Rural Development personal property within their jurisdiction.

(e) Property Custodian. The Supervisor, Director or equivalent within a Rural Development area or local office is designated PC. Custodians in the St. Louis and National office vary and may be designated by the PMO or APO as needed.

§ 2024.354 [Reserved]

§ 2024.355 Responsibilities.

(a) Employees. Each employee is directly responsible for the proper use and protection of any Government property assigned to them, and may be held financially responsible in cases of gross negligence. Whenever property is lost, stolen, damaged, or destroyed, the employee shall notify the PC or APO immediately.

(b) Property Custodian. The PC is responsible for the personal property within their given location and shall ensure that property is properly maintained, effectively utilized and controlled, and that all reporting requirements are met.

(c) Accountable Property Officers. APOs must account for personal property under their control. This includes the following:

- (1) Ensure that property information is entered accurately and promptly into the PMIS/PROP;
- (2) Effectively utilize property under their control;
- (3) Report excess property to the DEPPC;
- (4) Report unserviceable property.
- (5) Authorize property transfers between offices under their jurisdiction and to other USDA activities;

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(6) Authorize direct transfers of excess property to other Federal agencies in accordance with FMR 102-36.145.

(7) Maintain and safeguard property under their control and conduct a biennial inventory of personal property on the PMIS.

(d) Property Management Officer. PMOs shall assume ultimate responsibility for implementation of agency policies, procedures and standards and make initial determinations regarding apparent gross negligence for property within their jurisdiction. The PMO will issue disposal instructions for surplus personal property in accordance with the FMR and the Agricultural Property Management Regulations (AGPMR). PMOs/APOs shall not allow property to be used for any purpose other than official Rural Development duties. PMOs/APOs must ensure that these responsibilities are effectively executed in all offices under their jurisdiction. Failure to comply with any of these responsibilities will be cause for official action. Depending on the individual circumstances, financial penalty or other disciplinary action may be appropriate.

(e) Agency Property Management Officer. The APMO shall be responsible for:

(1) Developing and implementing Agency policies, procedures, and standards for the effective utilization, accountability, control, and disposition of personal property.

(2) Directing periodic property surveys to evaluate Agency personal property programs.

(3) Ensuring that all accountable personal property acquired is appropriately accounted for by the PMOs.

(4) Making final determinations, if required, regarding apparent gross negligence for agency personal property.

(5) Reporting to the Department regarding personal property management activities within the Agency.

(6) Training State Office personnel responsible for personal property management and updating, as appropriate, the Training Manual/Desktop Reference Guide.

(f) State Directors. The State Directors shall enforce personal property policies within their jurisdiction.

§ 2024.356 Property utilization.

(a) Use standards. Rural Development shall furnish and maintain Agency offices in accordance with reasonable standards of appearance, working efficiency, and comfort. PMOs/APOs should utilize existing available personal property prior to requesting new.

(b) Reporting excess personal property by the PC. Excess property will be reported to the APO on Standard Form (SF) 120, "Report of Excess Personal Property," in the following manner:

(1) The PC in the office where the property is located prepares the SF-120. The SF-120 must include the serial/NFC ID number when applicable, a full description of the property including its condition (see Exhibit A) and, the estimated cost of local repair when known.

Note: If expedited disposal is required due to an office move or closure, complete an SF-120 and include the statement "Accelerated screening requested-office listed in block 14 is closing on (date)." The SF-120 should be approved by the APO and submitted to the DEPPC.

(2) The PC forwards the original and four copies to the State Office and places one copy in a suspense file to await final disposition instructions from the APO.

(3) The APO electronically enters the property into excess status through the PMIS/PROP. The original SF-120 is retained in a suspense file to await final disposition instructions from the PMO.

(4) After Departmental screening is completed, the DEPPC authorizes Departmental transfers and notifies the PMO.

(5) When no USDA requests are received for reported property, the excess reports will be electronically transmitted to GSA for utilization and donation screening. Following Federal donation screening, 21 calendar days after GSA's surplus release date (SRD), the PMO issues instructions to conduct an Agency sale or authorization for other disposition.

(c) Requesting excess personal property. The FMR 102-36.65 "Using excess personal property to the maximum extent practicable maximizes the return on Government dollars spent and minimizes expenditures for new procurement. Before purchasing new property, check for any available excess personal property that may be suitable for your needs."

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Field offices needing property shall, to the maximum extent practicable, utilize Departmental excess property, and consider available excess from other Federal agencies. The monthly USDA "Excess Property Catalog" may be accessed through the Internet at <http://www.nfc.usda.gov/propexcs/>. Requests for excess items should be electronically transmitted by the APO through the PMIS/PROP. The DEPPC also maintains a "wants list" of items of excess property needed by field offices. In some instances, excess property may be acquired from other Federal agencies. To request this property, the APO shall prepare a SF-122, Transfer Order Excess Personal Property as directed in FMR 102-36.145.

(d) Office machine repair. Decisions to repair or replace office machines should be based on a comparison of the equipment's estimated repair cost, age, and repair history. Other factors such as loss of productivity due to downtime, the availability of repair parts, and technological obsolescence should also be considered. The key is that an objective decision be made considering all the facts and that it be well documented.

§ 2024.357 Unofficial or unauthorized use of personal property.

If an employee knows or suspects that Agency personal property has been, is, or will be misused, appropriated for personal use, or used for unofficial or unauthorized purposes, such instances shall be reported as follows:

(a) The employee having such knowledge will immediately report it to his/her supervisor.

(b) The supervisor will immediately transmit this information through the PC, APO, and PMO. The report shall include names, dates, description of property, and other pertinent information that is readily available.

(c) The PMO will determine the action to be taken and advise the State Director or in St. Louis or National Office locations, the APMO.

§ 2024.358 Inventory routines.

Official property records for inventoried accountable property are automated and based at NFC. These records are used to maintain personal property inventories and are accessible to the appropriate APO and their designees. Routine physical inventories of personal property on the PMIS/PROP should be conducted every 2 years. The District and County Offices shall forward copies of the verified inventory reports to the State Office for reconciliation. The State Office reconciles its own inventory and maintains records of all offices within the State. Inventories will also be conducted when there is a change of accountability as outlined in § 2024.361 of this Instruction. Additionally, the APMO may request physical inventories at any time.

§ 2024.358 (Con.)

(a) Physical inventories. The PMO/APO will request inventories from each office within their jurisdiction. The APO will furnish two copies of the PROP302, Personal Property Physical Inventory Report (see Exhibit B), to the PC for physical inventory.

(1) The PROP302 must be signed only by the PC or the APO. Incorrectly signed reports will be returned. Names of APOs are listed as they appear on the NFC files. If a name does not appear on the PROP302 or if the name is incorrect, the APO should type in the correct name in the block provided. The PC should sign the PROP302 in the space provided.

(2) Individual PCs or APOs as appropriate, will inventory all inventoried accountable personal property and verify that count against the PROP302. This property is usually identified by a serial number engraved on the equipment by the manufacturer. Serial numbers should not be confused with model designations, which frequently contain letters as well as numbers. Accountable non-inventoried personal property is not reflected on the PROP302; however, it is still accountable property. The PC or APO should take the necessary action to ensure that all property is utilized properly. Any obvious misuse or theft should be reported to the APO via telephone, followed up with a Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, and, if applicable, a police report. When reports are received, the PMO will determine what action is required.

(3) If the physical count agrees with the PROP302, the PC signs and dates it. One copy is forwarded to the APO, and the second copy retained at the office which conducted the inventory.

(4) If the physical count identifies inventoried accountable items on hand and not shown on the PROP302, those items are added to the PROP302. Any pertinent documentation regarding the acquisition source of the items (i.e., purchase order, transfer order, etc.) should be attached to the PROP302 and forwarded to the APO and a copy retained at the office which conducted the inventory.

(5) Items listed on the PROP302 but not found should be underscored on the PROP302. Copies of any supporting documentation indicating disposal or transfer authorizations must accompany the completed PROP302. In the absence of any documentation of authorized disposal, a Form AD-112 should be prepared by the PC, attached to the PROP302, and forwarded to the APO. A second copy is retained at the office, which conducted the inventory.

(6) PCs and APOs should take this opportunity to identify and report all excess or unserviceable personal property for disposal as outlined in § 2024.356 (b) of this Instruction.

(b) Reconciliation of personal property records and physical inventories. Inventories shall be completed at least every 2 years and forwarded to the APO. The APO will reconcile and update the PMIS inventory after receipt from the field offices. When the inventories are all reconciled, a written notification of completion shall be provided to the PMO who will change the inventory date on PMIS.

§ 2024.359 Inventory file.

The APO shall maintain an inventory file for all offices within their jurisdiction. All documents and correspondence pertaining to personal property should be kept in the inventory file. Retention is 2 fiscal years after the fiscal year in which the record was created.

§ 2024.360 Lost, stolen, damaged, destroyed, or unserviceable property.

When personal property is obsolete, lost, stolen, damaged, or destroyed, PCs shall prepare and submit a Form AD-112 as outlined below.

(a) Report requirements.

(1) The PC will prepare an original and two copies of Form AD-112 and sign in block 4. One copy is retained by the preparing office. The original and one copy, along with any supporting documentation, are sent to the APO for review.

(2) The APO reviews the Form AD-112, ensuring the information shown in paragraphs (b) and (c) of this section is accurate and complete and includes his/her recommendations and signature. The APO sends the original copy of the Form AD-112 to the PMO with a memorandum that provides data not included on the form for verification with personal property records. Estimates of repairs, police reports, or any other information supporting the circumstances shall be submitted as appropriate. One copy is retained in the State Office.

§ 2024.360 (Con.)

(b) Obsolete or Unserviceable property. The PC uses Form AD-112 for reporting personal property that has become unserviceable through normal usage. The following information must be included:

- (1) Description of the property with serial/NFC ID number (if applicable).
- (2) Explanation of the condition that makes the property unserviceable. Avoid using statements such as "the property is in 'bad condition' or 'unserviceable.'" One copy of Form AD-112 is retained by the PC and the original and two copies are sent to the APO for review. The APO reviews the Form AD-112 and includes his/her recommendations and signature. The APO submits the original and one copy to the PMO and retains the second copy.

(c) Lost or stolen property. Employee liability for lost or stolen personal property is based on the facts provided in Form AD-112. The following information must be included.

- (1) Description of the property and serial/NFC ID number (if applicable).
- (2) Date the property was determined lost or stolen.
- (3) Last date the property was known to be in the office.
- (4) Details of APOs efforts to locate the property.
- (5) Date the property was reported stolen either to the local law enforcement unit, building manager, or GSA guard office. Attach a copy of their report to the Form AD-112. If a report cannot be obtained, the APO must include a statement that the loss was reported to the police, but a copy of their report was not made available.

(d) Damaged or destroyed property. For personal property damaged by other than normal usage, the following information must be included on Form AD-112:

- (1) Description of the property with serial/NFC ID number (when applicable).
- (2) Extent of damage.
- (3) Cost of repairs (estimated, if not known).
- (4) How the damage occurred.
- (5) Name of person responsible (when applicable).

(e) Review of Form AD-112 by the PMO. When the Form AD-112 is received the PMO will determine the action to be taken.

(f) Determination of employee liability. All reports of lost, stolen, damaged, or destroyed personal property are reviewed by the PMO to determine possible employee gross negligence. If the PMO determines that loss or damage did not result from negligence, the Form AD-112 will be approved. When facts show possible employee gross negligence, the PMO will determine liability. All evidence included on the Form AD-112, investigative reports, and the APO's written statements will be considered in determining whether the employee was negligent, and whether they will be held financially liable. The PMO annotates Form AD-112 with the decision and forwards it to the APO. If the employee has been relieved of liability, a copy of the Form AD-112 will be forwarded through the appropriate APO to the employee. If the determination is to hold the employee liable, the PMO will issue a letter to collect for the loss or damage under the provision of the Debt Collection Act of 1982, Pub. L. No. 97-365, 96, Stat 1749, 1754 (1982) 31 US Code. This letter and the Form AD-112 will be sent through the APO to the employee. Cases of negligence may also be referred to Agency personnel officials for consideration of disciplinary action. Liability and the rights of employee appeal are determined as follows:

- (1) Employee liability is normally determined when the facts indicate that the employee did not take prudent steps to safeguard the property.
- (2) The amount to be charged employees for lost, stolen, or destroyed property is based on the inventory value, less reasonable depreciation, or the replacement value, whichever is less.

§ 2024.360(f) (Con.)

(3) The amount to be charged employees for damaged property is the actual cost to the Government to restore the property to its condition before the damage occurred. If the item cannot be economically repaired, the amount charged is based on inventory value, less reasonable depreciation, and less its estimated or actual sale value without repairs.

(4) An employee charged with gross negligence and found liable for lost, stolen, damaged, or destroyed property has the right to appeal to the Administrator under the hearing process prescribed by the Debt Collection Act.

(g) Payment for lost, stolen, damaged, or destroyed personal property. An employee found liable can make payment by submitting a certified cashiers check for the full amount or by requesting in writing that the full amount be withheld from their pay. If an employee does not make full payment, or does not consent to withholding from current salary payments, the debt will be certified to the General Accounting Office for offset against final payment at the time the employee leaves the Agency.

§ 2024.361 Change of accountability.

Upon the death, resignation, retirement, transfer, reassignment, or extended absence of a PC, APO, or PMO, an inventory shall be conducted of all property under their jurisdiction. When possible, such inventories shall be conducted by the incumbents and their successors. Where such action is not feasible, the employee assuming the responsibility for the personal property shall conduct and certify the inventory. The former PC, APO, PMO or his/her estate may be held financially liable for all accountable property not accounted for.

(a) Succeeding PC. When a PC is succeeded in office, they transfer to the successor all personal property for which they are responsible as outlined below. Printouts of current inventories can be obtained from NFC by the APO for this purpose (see exhibit B of this Instruction).

(1) The outgoing PC verifies an inventory report for their ending period in an original and two copies, and types on the report the words "Change in Custody" for each office under their jurisdiction.

(2) The incoming PC certifies the validity of the inventory by signing the original and one copy. If items listed are missing, a line is put through that item and initials placed opposite each.

The incoming PC does not sign for property on loan unless there is an authorization of the loan signed by the APO and the PMO on file. Loaned property accountability is the responsibility of the outgoing PC.

(3) The outgoing PC sends the signed original of the inventory report to the APO, keeps a signed copy, and gives the second copy to the incoming PC. Missing items on the inventory report are put on Form AD-112, which is sent to the APO. Prompt processing of these forms assists in final salary payment when an employee is leaving the Agency because final salary is withheld until accountability has been cleared. Therefore, clearances should be started 30 days in advance, if possible.

(4) The incoming PC puts the second copy of the inventory report in the inventory file.

(b) Succeeding APO. Procedures similar to paragraph (a) of this section shall be followed. However, the inventory report will be submitted to the PMO for clearance.

(c) Other successions. If any other custodial relationship is to be relieved of responsibility and a succeeding official has not been appointed, State Directors, PMOs (or the APMO) will designate a temporary official. Procedures similar to paragraph (a) of this section will then be followed.

§ 2024.362 Transfers of personal property.

(a) Within Rural Development. APOs can authorize the transfer of personal property within their jurisdiction. With verbal approval from the APO, the transferring office prepares Form AD-107, Report of Transfer or Other Disposition or Construction of Property.

(b) Within the Department. When excess personal property is not needed within Rural Development, the PC should make it available to other local USDA activities. The APO must authorize any transfer. If the excess property is not needed locally within USDA, the APO reports it to the DEPPC, as described in § 2024.356(b) of this Instruction. Property not needed within USDA will be electronically transmitted to GSA for possible Federal utilization or donation. The APO will provide the possessing office with the necessary documents (i.e., Forms AD-107, SF 122, SF 123) and instructions for transfer or other disposition and relief of accountability. Copies of completed Forms should be immediately forwarded to the PMO.

§ 2024.362 (Con.)

(c) Within the Federal Government. PMOs will authorize direct transfer of excess personal property to other Federal agencies in accordance with Federal Management Regulations FMR 102-36.145.

(d) Shipment by freight. Use Government Bills of Lading (GBL) for all Government-owned equipment and furniture sent by freight. Do not ship Government property on a commercial bill of lading.

(1) State Offices have been delegated authority to prepare GBLs for movement of furniture or equipment. GBLs for St. Louis office will be the under the jurisdiction of the APMO.

(2) GBLs are accountable forms and only the most recent revision shall be used.

(3) If additional GBLs are needed, State Offices should order them via a Fedstrip, Form AD-633, "Multiuse Standard Requisitioning/Issue System Document," from GSA.

(4) All small items of equipment and furniture, including copiers, adding machines, typewriters, etc., should be transported by Rural Development personnel during regularly scheduled travel, where possible, to minimize transportation costs.

Note: Copies of all completed Forms for transfers or other disposition of inventoried or non-inventoried property will be immediately forwarded to the PMO. The information on these forms may be used in the preparation of annual reports.

§ 2024.363 Borrowing and lending of Government-owned personal property.

Careful consideration should be given to whether needs could be satisfied by borrowing personal property, which may be available from other agencies. An agency lending property to another agency may provide, by agreement that the property is returned in the same condition as when it was loaned. The expense of placing the property in such condition will be borne by the borrowing agency. Area and local Offices shall not lend property to other USDA

Agencies without prior written authorization from the APO. Offices can lend property to Rural Development employees on official business; however, a receipt on Optional Form 7, Property Pass, and documentation of the inventory file is required. Personal property in the custody of Rural Development will not be loaned to any private person or concern.

§ 2024.364 Storage of excess personal property.

Excess personal property will not be put in paid storage without the APMO's prior approval.

§ 2024.365 Identification of personal property.

Decals to identify all Agency personal property should be placed on items such as chairs, tables, bulletin boards, desk lamps, and similar items, which might become mixed with other agencies' property in collocated offices. Any such decals, including those available from the Rural Development warehouse, are acceptable.

§ 2024.366 Personal property security.

(a) PCs APOs and PMOs should ensure that Government personal property, including Government-furnished equipment (GFE), is properly secured and that employees are aware of security procedures. When property must be removed from the office to conduct official business off site, employees should use OF-7, Property Pass. This form may also be used for the removal of personally owned property when security regulations are in force in a given building. An original and two copies of the OF-7 are to be filled in and signed by the PC or APO authorizing the property removal. One copy will be furnished to the person authorized to remove the property, who will surrender the copy of the OF-7 upon request to the guard when leaving the building. The duplicate copy of the OF-7 should be retained by the PC or APO until the Government property is returned. The original copy should be retained in the inventory file. Damage, theft, or loss of this property should be reported immediately.

(b) APOs should only leave removable property (such as air conditioners, service counters, etc.) in private buildings when relocating when it is not cost effective to remove and restore the premises. PCs/APOs will advise the PMO of estimated costs to remove and restore the premises, if required. The PMOO will advise the PC/APO of the action taken.

§ 2024.367 Rental and lease of personal property.

Personal property should only be rented or leased in emergency situations and/or when it is financially advantageous to the Government.

Note: Requests to rent automated data processing equipment must be sent to the Chief Information Officer (CIO), National Office.

§§ 2024.368 - 2024.369 [Reserved]

§ 2024.370 Sales.

(a) Rural Development limited sales. Unserviceable personal property (scrap and salvage) and surplus property not needed by other USDA or Federal agencies will be authorized for sale by the PMO in limited amounts, when the estimated proceeds justify a sale, and the estimated fair market value of the property does not exceed \$100,000.

(b) GSA sales. GSA will notify the PMO when personal property has been reported for disposal by sale. The PC will:

- (1) Cooperate with any reasonable requests from GSA.
- (2) Ensure that no offers are solicited until forms and instructions are received from GSA.
- (3) Advise the PMO when the sale has been completed and the property released to the buyer.

(c) Sales to employees. Rural Development employees can buy personal property in Rural Development custody only when it is offered for sale on the basis of competitive bids. An employee who formerly used it, was accountable for it, or was connected with its acquisition cannot purchase property, either directly or indirectly, condemnation, declaration as excess, or sale. For complete detailed instructions on sales, refer to the Personal Property Management Manual.

§ 2024.371 Donations.

Personal property, which is surplus to the Government's, needs can be donated to public bodies and nonprofit organizations under conditions established by the PMO. As defined in FMR 102-36.320, "Public body" means any department, agency, special purpose district, or other instrumentality of a State or local government; any Indian tribe; or any agency of the Federal Government. Those who accept donated property must pay for its packing and removal.

Eligible property may be donated to educational institutions and educational non-profit organizations as authorized by section 11(I) of the Stevenson/Wydler Technology Act (Pub.L.102-245) and Executive Order 12999 after DEPPC screening has been accomplished. See 7 CFR Chapter XXXII for donation procedures.

IT equipment officially determined obsolete by the Chief Information Officer (CIO) does not require DEPPC screening and may be donated with PMO approval.

Following DEPPC screening, eligible property may also be transferred to the 1890 Land Grant Institutions (including Tuskegee University), the 1994 Land Grant Institutions and the Hispanic-Serving Institutions as authorized by section 923 of the Federal Agriculture Improvement and Reform Act (FAIR) of 1996 (Pub. L.104-127). See 7 CFR Chapter XXXII for transfer procedures.

§ 2024.372 Destruction or abandonment.

When property is to be abandoned or destroyed, the PC and APO will request disposal in section 1 of Form AD 112 and forward to the PMO. The PMO will authorize disposal as applicable in section 3 of the form and return to the APO. The APO will then forward the form to the PC for the authorized action. After the authorized disposal action is complete the PC will certify this in section 4 and return to the APO. The APO will then certify that the records have been adjusted, retain a completed copy of the form AD-112 and forward copies to both the PC and PMO to complete and document the disposal process.

§§ 2024.373 - 2024.400 [Reserved]

Attachments: Exhibits A and B.

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CONDITION CODES
(Prescribed by GSA Effective December 1, 1998)

- 1 - Excellent - Property which is in new condition or unused condition and can be used immediately without modifications or repairs.
- 4 - Usable - Property which shows some wear, but can be used without significant repair.
- 7 - Repairable - property which is unusable in its current condition but can be economically repaired.
- X - Salvage - Property, which has value in excess of its basic material content but Repair or rehabilitation is impractical and/or uneconomical.
- S - Scrap - Property which has no value except for its basic material content.

DATE 01/14/98 UNITED STATES DEPARTMENT OF AGRICULTURE 07AGAK0729708004AR PAGE 1
PROP302 PERSONAL PROPERTY PHYSICAL INVENTORY REPORT PREPARED BY USDA/OFM/NFC
BY FEDERAL SUPPLY CLASS/SERIAL-NUMBER

TERRY WILKINSON A.O. NO: AK-07-29-7080-04-AR PHONE: 314-539-2412
USDA-RD PERS PROP MGMT BR (PPMMB) LAST DATE INVENTORIED: 05-14-96
1520 MARKET STREET ROOM 2132
ST LOUIS MO 63103

		DOC	DOCUMENT	LINE SERIAL		ACQUISITION DATE					
FUND											
ID	NUMBER	FSC	TYPE	NUMBER	ITEM NUMBER		COST	ACQUIRED	MODEL	DESCRIPTION	MFG
TYPE											
AG0002533443	3930	838	4064KX03521	0001	46514847260		5,043.48	05/30/90	P40E	LIFT TRUCK, MOT CLARK	A
AG0002602582	5815	838	4064KX15477	0001	710601282		3,100.00	09/19/98		Laptop Computer DELL	A
AG0002354284	7020	FND			1033733		29,685.11	01/01/87	5360	IBM MINI COMPUT IBM	A

AG0002396691 7025 838 4064KX84635 0001 E480092 (36757) 5,936.00 09/08/88 002, 381 PAGEPRINTER IBM A
5/14/99 UNITED STATES DEPARTMENT OF AGRICULTURE 07AGAK0729708004AR
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ON THE ATTACHED LIST ARE ALL OF THE PERSONAL PROPERTY ITEMS FOR WHICH YOU ARE THE ACCOUNTABLE OFFICER. YOU ARE REQUESTED TO
MAKE OR CAUSE TO BE MADE A COMPLETE PHYSICAL INVENTORY OF ALL OF THE LISTED ITEMS.

FOR ITEMS NOT ACCOUNTED FOR THAT ARE LISTED ON THIS REPORT AND/OR FOR ITEMS ACCOUNTED FOR BUT NOT LISTED ON THIS REPORT, AN
UPDATE SHOWING THE CORRECT DISPOSITION MUST BE ENTERED THROUGH THE ON-LINE PROPERTY SYSTEM.

-----C E R T I F I C A T I O N -----

I CERTIFY THAT I HAVE MADE OR CAUSED TO BE MADE A PHYSICAL INVENTORY OF ALL OF THE PERSONAL PROPERTY ITEMS LISTED ON THE
PERSONAL PROPERTY INVENTORY REPORT AND THAT THE ITEMS AS INDICATED ON THE REPORT WERE ON HAND AT THE CLOSE OF BUSINESS
ON , EXCEPT FOR THE FOLLOWING ITEMS: (LIST NFC I.D. NUMBERS).

SIGNATURE OF ACCOUNTABLE OFFICER DATE REVIEWED BY SIGNATURE OF PROPERTY MANAGEMENT OFFICER